

## WORLD WIDE RECRUITMENT

The following is a list of positions serviced by HRO Yokosuka that are currently being recruited worldwide through RESUMIX. To apply, please submit your resume to HRSC Pacific, Honolulu, Hawaii via the following link:

HYPERLINK: [HTTP://www.donhr.navy.mil](http://www.donhr.navy.mil)

Click on: Jobs, Jobs, Jobs

New CHART application procedures are available on the following link:

HYPERLINK: [HTTP://hro.cnfi.navy.mil](http://hro.cnfi.navy.mil)

Click on: Hot Items

Direct inquiries to 1-808-471-0565 ext. 264 and follow instructions.

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### **CHILD DEVELOPMENT CENTER, DIRECTOR, GS-1701-09 (CFAY, MWR, Child Development, Youth Activities Division, Negishi, Yokohama, Japan)**

**DUTIES:** Implements developmentally appropriate program through staff for children ages 6 weeks to 6 years old. Provides on the job training to all early childhood staff upon hiring and monthly. Communicates with parents through daily contact, newsletters, and conferences. Ensures regulations, instructions, and guidelines for operating a military child development center are followed by all staff.

### **CHILD DEVELOPMENT TRAINING & CURRICULUM SPECIALIST, (Two Positions) GS-1701-7/9 (CFAY, MWR, Child Development, Youth Activities Division, Yokosuka, Japan)**

**DUTIES:** Serves as a point of contact for the child development program, NAEYC accreditation, BUPERS and Multi-disciplinary team inspections. Ensures compliance with OPNAVINST and NAEYC Classroom Observation and ECERS/ITERS. Guides management in applying comprehensive environmental and program assessment instruments such as ECERS, ITERS and Classroom Observation, and ensures caregivers complete Navy Standardized Training. Develops, implements and oversees all elements of children's developmental program activities, environment and equipment and materials. Ensures staffs are trained in CPR, First Aid, and emergency procedures. Designs, develops, and/or conducts and oversees training in early childhood development and related activities for all FCC providers, CDC, and SAC staff. Recommends appropriate equipment and supply purchases and environment arrangements. Maintains training records and prepares reports and recommended for supervisor.

### **CONTRACT SPECIALIST, GS-1102-12, (U.S. Fleet and Industrial Supply Center, Yokosuka, Japan)**

**DUTIES:** This position is located in the Afloat Contracts Division, Contracting Department, U.S. Fleet & Industrial Supply Center (FISC), Yokosuka, Japan. The primary duties of the position are to provide contracting support for the command, including all types of supplies, services, and ship repairs. Evaluates requirements, issues solicitations, evaluates contractors, technical and price proposals, negotiates changes, administers, or terminates contracts. Reviews proposed contract terms and technical specifications to identify unusual requirements, especially to contracts performed overseas. Conducts post-award conferences requirements and special provisions. Provides advice, training, guidance and interpretation to other contracting personnel on procurement regulations, policies and procedure. Familiarity with contracting methods and procedures similar to the Supervisor of Shipbuilding (SUPSHIP) and MSC is essential. Requires Temporary Additional Duty (TAD) for performing the Administrative Contracting Officer (ACO) functions in Korea, Singapore, Guam, and various cities in Japan no less than 6 times a year. The TAD period varies from one week to several weeks at a time up to a maximum total of 180 days per year.

**ENVIRONMENTAL ENGINEER, GS-819-12 (Regional Environmental Office, CNRJ Yokosuka Japan)**

**MAJOR DUTIES:** This position is located under the Environmental Business Line Manager's Office, Commander, U.S. Navy Region, Yokosuka, Japan. Responsible to the Environmental BLM for supporting an effective region-wide environmental engineering support program, providing assistance to other Japan area commands on environmental engineering issues. Updates, revises, and writes new environmental instructions and plans as required. Develops engineering plans and solutions associated with the environmental laws and regulations. Provides regional-level engineering support and decision making during the environmental assessment and planning process. Develops and/or reviews of environmental assessments, environmental impact statements, conducts and/or directs environmental auditing, studies to evaluate the implementation of engineering controls in environmental compliance, and to determine possible environmental impacts of Navy operations on groundwater, surface water, air, soils, etc. Designs and maintains storage and disposal facilities, oversight of laboratory characterization of waste streams in compliance with host-nation laws and regulations, DoD Policy for Establishing & Implementing environmental Standards at Overseas Installations, etc. Designs air pollution engineering controls such as source testing, ambient monitoring. Provides water quality systems engineering oversight. Develops and reviews plans to ensure they meet domestic or industrial wastewater treatment standards. Monitors contractor performance and assist in maintaining records, reports, and analysis.

**SUPERVISORY FIREFIGHTER, GS-081-13 (Regional Technical Services Department, Yokosuka Operations Division, CNRJ Yokosuka Japan)**

**DUTIES:** Serves as advisor to the Regional Fire Chief, Deputy and Commanders/Commanding Officer of the site activities and squadrons providing administrative assistance and specialized guidance on all fire protection matters. Provides input on expenditures of allotted funds through formal requisition processes. Maintain records of budget expenditures and constantly confers with the Regional Fire Chief, Deputy and Comptroller personnel on major fires or related emergencies. Implements policy for the site on personnel management, labor relations, scheduling of work, leave and predetermined assignments of apparatus response utilizing appropriate guidelines and instructions. Negotiates mutual aid agreements with federal and local Host-Nation agencies in neighboring communities. Promotes fire prevention and public education tot the military, dependents, civilians and Host-Nation employee of the community.

**SUPERVISORY IT SPECIALIST (NETWORK/INET), GS-2210-12 (CNFJ, ITSC FE)**

Serves as Head of the Systems Administration Branch, Planning and Engineering Division, Information Technology Service Center Far East, CNFJ. The work includes analyzing, managing, or performing work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using information technology (IT) systems such as computers, servers, routers, etc. Serves as network administrator, is responsible for the planning and improvement 9of the COMPACFLET OCONUS network. As LAN manager, is responsible for defining and executing the total breadth of activity required to ensure the continuous availability of the COMPACFLET OCONUS network. Develops and refines Internet services (e.g., Web site, list servers, and FTP sites) and consults with program specialists in developing new services or enhancing existing services. Reviews IT programs to assess overall compliance with IT plans and policies and alignment with business requirements. Coordinates a variety of complex and unusual security issues with ISD security officers for security vulnerability when there is not complete agreement on methods, procedures, or objectives.

**SUPERVISORY MECHANICAL ENGINEER, GS-0830-13 (U.S. Fleet & Industrial Supply Center, Yokosuka Japan)**

**DUTIES:** This position is located in the Yokosuka Fuel Department, Facilities Engineering Division, U.S. Fleet and Industrial Supply Center (FISC), Yokosuka, Japan. Responsible in developing short and long range programs for maintenance, repair, and construction of FISC fuel facilities. Ensures that planning design, land acquisition, and construction are properly schedule and integrated to meet target dates. Project manager for maintenance, repair and new construction projects for 6 fuel terminals located throughout Japan (Kanto Plain, Sasebo, and Hachinohe) that directly support petroleum activities utilizing the application of thermodynamics, mechanics physical, mathematical and engineering sciences. Independently plan, initiates scope of work and requirements. Serves as the regional engineering expert on fuel distribution and storage systems within Japan.

Supervises approximately 6 employees both U.S. Civil Service and Japanese Master Labor Contract (MLC) employees. Provides technical supervision for one Mechanical Engineer located in Sasebo, Japan. Responsible for carrying out Equal Employment Opportunity (EEO) policies and communication support of these policies to subordinates.

**SOCIAL SCIENCE ANALYST/CLINICAL PSYCHOLOGIST/SOCIAL WORKER, GS-101/180/185-11 (CFAY, Fleet and Family Support Center, Yokosuka)**

**DUTIES:** Treat clients and their families resulting from child abuse, incest, neglect, and spouse abuse. Assess and evaluate cases, recommend treatment, monitor compliance, provide individual and group treatment to Family Advocacy and non-family advocacy clients. Develop and deliver training in the prevention of domestic violence and Family Advocacy Program Briefs.

**SUPPLY MANAGEMENT OFFICER, GS -2003-13 (U.S. Fleet & Industrial Supply Center, Yokosuka, Japan)**

**DUTIES:** The incumbent is the resident technical authority and provides civilian continuity to the military billet of Director, Fuel Department. Supervises performance of all petroleum supply maintenance and administrative operations and makes operating and managerial decisions which greatly influence the mission readiness and Operation Plan (OPLAN) sustainability of major service commands in the Pacific Theater, Indian Ocean and Central Command. Supervises the daily distribution of data and information on storage and handling of petroleum products to personnel within the Fuel Department, Fleet & Industrial Supply Center (FISC), Defense Energy Support Center (DESC), and Department of Defense (DOD). Independently develops long-range plans involving terminal renovation, modernization, deactivation, conversion, etc., and forecasts resource requirements (plant capability, labor, money, equipment, etc.) with strong emphasis on environmental consideration, safety and security. Performs supervisory personnel functions including assigning and reviewing work; rating performance; initiates personnel incentives and disciplinary actions; ensures required training plan accomplishment. Acts as the department's liaison with DESC, Navy Petroleum Office (NAVPETOFF), Defense Energy Supply Center, Pacific (DESC-PAC), DESC-Japan, and Commander Pacific Fleet (COMPACFLT) on initiatives and special projects involved with the automation of fuel handling equipment and reporting of inventories, maintenance accomplishment and accounting transactions.

**PROGRAM ANALYST, GS-343-12 (COMMANDER FLEET ACTIVITIES, YOKOSUKA, OPERATIONS DEPARTMENT)**

**DUTIES:** Serves as the installation Emergency Management Coordinator and Disaster Preparedness Officer for Yokosuka Naval Base. Provides program planning, assessment, coordination and advisory services at a major Military installation with 54 tenant commands, and complex population of approximately 25,000 with multiple remote satellite facilities. The incumbent provides advisory services for a wide variety of complex interrelated issues regarding disaster planning, ranging from identification of required contingency response missions and support plans, NEO evacuation, natural disaster, war damage repair, to effective management of

limited resources. Responsible for developing, testing and implementing policy and procedures for the activity's disaster preparedness, noncombatant evacuation operations and mobilization plans. Serves as Chemical, Biological & Radiological Defense (CBRNE-D) Officer.

**INFORMATION TECHNOLOGY SPECIALIST (DATAMGT/CUSTSPT), GS-2210-11  
(COMMANDER, U.S. NAVAL FORCES, JAPAN, INFORMATION TECHNOLOGY SERVICE  
CENTER, FAR EAST, OPERATIONS DIVISION)**

**DUTIES:** Installs and maintains software and application/legacy databases, controls current versions and future releases of applications software. Optimizes the functionality of networks and systems and diagnoses and recovers failed systems. Serving as a senior customer technical analyst with responsibility for resolving the most complex customer database problems. Designs, develops, and maintains data management systems, data models, and databases that meet current and future business requirements. Monitors and optimizes database performance and tune database operations and generates complex queries and reports. Defines and allocates storage capacity in the design of data management systems; and develops data dictionaries, data models, metadata repositories, and other data management tools.

**FAMILY CHILD CARE DIRECTOR, GS-1701-09 (COMMANDER FLEET ACTIVITIES,  
YOKOSUKA, MORALE, WELFARE AND RECREATION DEPARTMENT, CHILD  
DEVELOPMENT/YOUTH ACTIVITIES DIVISION, CHILD DEVELOPMENT HOME).**

**DUTIES:** Implements Department of the Navy (DON) Child Development Homes (CDH) program management policies and regulations. Enforces Federal regulations pertaining to the CDH program. Analyzes, evaluate and documents program violations. Implements and monitors curricula for both providers and children. Assesses childrens' development in Child Development homes. Pursues parental education and involvement. Refers parents to out-of-home childcare settings where necessary. Recruits, screens, trains, certifies, monitors, develops and evaluates CDH providers. Identifies and initiates training and inspections of CDH providers. Conducts extensive on-the-job training of, and certification for, CDH providers. Performs administrative duties including management of resources (e.g. financial, food, and personnel), preparation of reports, and monitoring suitability of providers. Performs public relations duties to promote and support the CDH program.

**ELECTRONICS TECHNICIAN, GS-856-11/12 (US NAVAL SHIP REPAIR FACILITY, Weapons  
Systems Division, AEGIS Systems Branch, Yokosuka, Japan)**

**DUTIES:** The incumbent's principal area of responsibility is to provide system and equipment/component technical support services and expertise on a variety of AEGIS systems and sub-systems installed aboard U.S. Navy ships. Provides expert technical support, oversight and management in the troubleshooting, disassembly, depot and intermediate level repair and modernization, assembly, test and certification of AEGIS systems and support systems. The incumbent works closely with other members of the AEGIS Systems Branch to ensure shipboard systems and equipment within his/her specialty areas are fully operational. He/she also supports the Fleet Technical Support Center Pacific as the local area expert on AEGIS systems, responding to and resolving operationally degrading system casualties on Forward Deployed Naval Ships at sea. Serves as Combat Systems Project Manager for ships undergoing scheduled maintenance availabilities at NSRF Yokosuka.

**INVENTORY MANAGEMENT SPECIALIST, GS-2010-12 (Regional Business Office, CNFJ Shore Installation Management, Yokosuka Japan)**

**DUTIES:** Responsible for overall program management, effectiveness Ordnance Inventory Accuracy. Develops regional policies/procedures IAW higher echelon policies, regulations and directives. Monitors Periodic Lot Reporting (PRL) and application of Naval Ammunition Reclassification System. Supervises random inventory sampling to validate inventory accuracy status of command ordnance stockpile. Investigates supply data, transaction records, compliance with procedures affecting inventory records required by regulations, and the validity and propriety of inventory accounting documents. Analyzes the results of these investigations and advises/recommends corrective action. When procedural deficiencies and other problems are identified, advise and recommend corrective action to the Commander, Commanding Officer and Ordnance Department Heads. Submits regular reports via the chain of command on status of records and analyses of inventory records. Performs special studies and projects. Oversees and coordinates studies of ordnance processes resulting in evaluation of Standard Operating Procedures (SOPs). Coordinates NAVSEA annual reviews of for technical accuracy. Liaison with NALC and AMMO Pacific. Serves as the Ordnance Support Program Action Officer (PAO) for shore installation management. Is the principal technical advisor to CNFJ on all matters pertaining to ordnance storage, handling and management. As PAO, maintains a close working relationship with installation ordnance department heads. Additionally, provides program oversight, identifies program requirements and monitors program execution for efficient operations.

**SUPERVISORY PRODUCTION CONTROLLER, GS-1152-13, (US NAVAL SHIP REPAIR FACILITY, PLANNING DEPARTMENT, CARRIER PROGRAM DIVISION, YOKOSUKA, JAPAN)**

**DUTIES :** The incumbent will act as the Project Engineering and Planning Manager (PEPM) for the Forward Deployed Naval Forces (FDNF) aircraft carrier. The incumbent will work in the planning organization during the pre-planning phase and will support the Production Department during execution. Usually the project scope is overhaul/ repair/ conversion work funded for in facility and off-station for under 150,000 man-days and/ or controls less than 1,000 men per day. Creates and maintains timely, accurate, and achievable schedules which support project execution at the level of detail necessary for effective project management. Sequences key events, milestones, and jobs and other work tasks to support CNAP work requirements within SRF and contractor, capabilities. Exercises broad responsibility for advance planning, including reviewing work requests for performance of work, preparing estimates, issuing job orders, and ordering material. The incumbent will be required to keep customers apprised of project planning and performance progress through formal and informal written and oral status reports. Releases Job Orders to Project Production, Project Test and Ship Safety organizations when all required resources, authorizations, and other required information is available. Supervises a workforce including a Repair Manager, Ship Alteration Manager, Equipment Specialist, Type Desk Assistants, support staff, and coordinates the efforts of engineering and planning personnel, schedulers, and Production Quality Control personnel

**MANAGEMENT ANALYST, GS-343-12, (Regional Business Management Office, Commander U.S. Naval Forces Japan, Yokosuka Japan)**

**DUTIES:** Research data, analyze data, provide recommendations and reports related to the research and analysis pertaining to Inter-service Support Agreement, Activity Based Costing, Position Management, Efficiency studies, budgets, funding, better business practices, Interactive Customer Evaluation, and Enterprise Knowledge Management.

**SUPERVISORY SOCIAL SCIENCE ANALYST, GS-0101-13 (Fleet and Family support Center, COMFLEACT Yokosuka, Japan)**

**DUTIES:** Directs day-to-day operations of the Fleet and Family Support Center. Develops and executes FFSC policy, develops and implements immediate and long-range plans. Determines needs and allocation of resources for the FFSC, supervises all Division Heads and provides clinical supervision of those that are credentialed. Serves as the Family Advocacy Officer and advises the Commanding Officer, COMFLEACT Yokosuka on family related issues, and other special interest human services and FFSC programs, services and policy.